



King County

Department of Human Resources

Ergonomic Evaluations and Remote Office Equipment Policy

The Department of Human Resources/Employee Health and Safety Division is fully committed to ensuring the safety and comfort of all employees whether working on site or remotely. Given King County's mandatory telecommuting has been extended through January 8, 2021, we are committed to assisting employees in optimizing their performance, safety, and comfort while working remotely.

Employees needing assistance with remote office set up

If an employee is experiencing discomfort or needs assistance with the ergonomics of their home workstation, they should first complete the self-assessment questionnaires to determine if adjustments can be made based on the assessments or tips. The following self-assessments are available:

- [General workstation checklist](#)
- [Seat/Back-support checklist](#)
- [Monitor checklist](#)

If questions remain that the checklists did not answer, such as persisting pain, or if the employee has specific questions regarding their workstation, they should electronically submit a request for an ergonomic evaluation via the following link:

<https://kc1.sharepoint.com/sites/HRD/Pages/Ergonomic-Evaluation-Request.aspx>.

Employees with medical restrictions or accommodations

Employees with a medical restriction or where a doctor has requested an ergonomic assessment or accommodation should skip the self-assessment tool and directly request an ergonomic evaluation using the link above.

Ergonomic evaluations will be conducted via Skype or phone. If the employee can make adjustments based on the ergonomic evaluations suitable to resolve the issue(s), then peripheral or other equipment may be approved for use at the employee's home. If approved, pickup or delivery shall be coordinated with the employee and their management.

Examples of equipment that may be approved for use in employees' homes are as follows:

- desk chairs
- wrist rests
- footrests
- keyboards
- computer mice
- chair cushions
- computer headsets

Employees needing other ergonomic equipment

If equipment other than peripheral or that listed above is necessary, a request shall be submitted to management for review. If approved, the equipment purchase/transfer will be coordinated for use at the employee's home.

Employees needing office equipment for business need

Other office equipment needs such as file cabinets, stands, or actual files or copiers should be determined by department management based on operational need and performance of duties needed while teleworking.

Inventory requirement

Any equipment removed from the workplace should be inventoried by the department's regular processes so that when an employee returns to a county worksite these items can be returned.